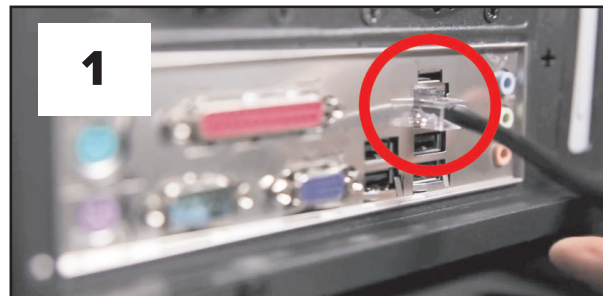# buzzbox

Self Install Quick Start Guide

POWER ON / SHUT DOWN

RESET

PLUGGING IN

Connect an ethernet cable to the ethernet socket on the rear of the buzzbox. The other end plugs into your router or switch. Then connect the kettle lead to the back of the unit.

Now press the 'Power On' button and your buzzbox should start up. Allow up to two minutes for buzzbox to start.

1

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ADMINISTRATION

Now open your web browser. Your buzzbox should be preconfigured with an IP address of your choice.

In the address bar of your web browser, type:

http://

You should see a yellow buzzbox dashboard appear. The default username and password are:

Username: buzzbox
Password: buzzb0x
             (note '0' and not 'o')

POWERING OFF BUZZBOX

You can safely power off the buzzbox machine by briefly pressing the Power On/Shut Down button.

There will be brief red light activity, then the machine will turn off.

buzzbox

Basic Phone Features

CHECKING VOICEMAIL

To check voicemail from your web browser, visit:

http://<your buzzbox IP>/recordings/

and enter the extension number and voicemail password.

From your telephone, when you have voicemail, the red light will flash. In this case, dial *97. This will call your voicemail.

When out of the office, you can check voicemail by calling your number. When the phone begins to ring, press the * key. Now, instead of going to voicemail, you will be asked for your voicemail password. You can now listen to your voicemail.

DO NOT DISTURB

To set do not disturb function, press the 'DND' button. Callers will be redirected to your voicemail by default.

CALL FORWARD

When out of office, set call forward to direct calls to your mobile or another extension by selecting 'Menu' > 'Features' > 'Call Foward' option and then specifying a mobile number or another extension number.

TRANSFERRING A CALL

While on-call, select the 'XFER' button. This will place the caller on hold.
Now dial the extension to transfer to and press 'Dial'. You will hear the extension ring. When the extension answers, you will have the option to talk to the person and introduce the call.
If they decide to accept the call, press the 'XFER' button again and the caller will be put through.
If they decide not to take the call, select 'End' then you can either revert back to the caller by pressing 'Resume' or attempt another extension by pressing 'Dial', or specify an external number (eg. a mobile) to connect the person to an external line.

FEATURE CODES

Recording a conversation

During a call, press *1. You will hear a beep to signify the recording of a call. Pressing *1 again will cancel calling and you will hear two beeps. The caller cannot hear the beeps. Recording of all calls by default can only be configured via the advanced Administration tool in your web browser.

Using the telephone directory

You can find the number of a person by dialling 411. Then enter the first three letters of their name, eg J O E. The system will then offer any matches to you.

Blacklist a number

To blacklist a number, key *30 then type the number to blacklist.
To clear the blacklist, key *31 and then type the number to clear.
To blacklist the last caller, key *32.